Arizona Department of Education

Student Accountability Information System

Student Database Transaction Elements

Arizona Department of Education
School Finance Division
1535 W. Jefferson Street
Phoenix, Arizona 85007-3209

For updates to this document, see the MIS project contact in section **Contacts**.

SAISelements.doc

Table of Contents

Revisions

Below is a description of the revisions made to this document. The revisions made while this document was in Draft form are not described here, but are available from the MIS Project Contact. Each time a revision is made, the **Table of Contents** should be updated.

6/6/2001
    Version 1.5 published

ver	new information	old information	source
1.5	Chapter **About This Document:** Added new section **Document References** identifying location of other SAIS documents referred to in this publication. Synchronized Change Management section with other SAIS documents.	did not exist	standard SAIS chapter content
1.5	**Objective:** Added section **Elements named "… on Legal Document** to explain why SAIS is requesting such information. Added a reference to this section at the front of every chapter.	did not exist	SAIS requirements analyst based on queries from districts
1.5	Deleted duplicate entry for Foreign Exchange Indicator in *Transaction Data Elements Sorted Alphabetically* table	Foreign Exchange Indicator entry	eliminated duplicate
1.5	Expanded the concept of the information in Mother's First Name on Legal Document [and Mother's Last Name on Legal Document]: The first name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears …	Description read "The first [last] name of the student's mother as it appears …"	expand concept of these elements
1.5	Expanded the explanation matching in Mother's First Name on Legal Document, Mother's Last Name on Legal Document, Tribal Name. New explanation: "This is used only to match a new student to an existing SAIS record."	Description read "This is used for matching purposes only."	clarified use of these elements
1.5	To the description of Need Entry Date added "For SPED needs, this element will be used solely to determine the school year during which the need occurred" in *Transaction Data Elements Sorted Alphabetically* table	Description read "date the student entered the state of having this Need".	expand description
1.5	To the description of Need Exit Date added "For SPED needs, this element will not be used" in *Transaction Data Elements Sorted Alphabetically* table	Description read "date the student exited the state of having this Need".	expand description
1.5	Need Level Code marked as "no longer collected" in all transactions. This element will not be needed in SAIS at this time and **any value submitted here will be ignored**. It is used only for the Needs area, and is specifically included there,	description stated "Primary or Secondary Need; relevant only for Need codes in the special education need group; used only for Vouchers System See *Transaction Requirements: Code Values – Need Level.*"	eliminated unnecessary data element
1.5	Neighborhood School Indicator (and Old … and New …) marked as "no longer collected" in all transactions. This element will not be needed in SAIS at this time and **any value submitted here will be ignored**. It is used only for the Needs area, and is specifically included there,	description stated "Shows if this school is the closest school to the student's home within the boundaries of the district in which the school is located."	eliminated unnecessary data element

ver	new information	old information	source
1.5	Field name changed to New SPED Neighborhood School Indicator	previously named New Neighborhood School Indicator (SPED)	to minimize confusion after a similar element was removed from the membership area'
1.5	Added "**Recommended values for missing elements**" chapter.	did not exist	defines ADE recommendations for temporary values to be provided for as-yet uncollected elements

3/12/2001
> Version 1.4 published

ver	new information	old information	source
1.4	added section **SAIS Data Elements by Subject Area**	did not exist	clarification
1.4	added section **Element Optionality** to **Objective** chapter	separate notes were included at the beginning of each section	centralized clarifying information

3/8/2001
> Version 1.3 published

ver	new information	old information	source
1.3	all sections: added note on where to find element optionality designations	did not exist	clarification
1.3	reordered change notes for element "Operation Code" to be in transaction number order	were listed as transaction number order within membership or needs subject area	enhanced document readability
1.3	section name changed to **Transaction Data Elements Sorted Alphabetically** to reflect how the elements are specified in each transaction	was named **Data Elements Sorted Alphabetically**	enhanced document readability
1.3	section name changed to **Transaction Data Elements Sorted by Transaction** to reflect how the elements are specified in each transaction	was named **Data Elements Sorted by Transaction**	enhanced document readability
1.3q	added new section **SAIS Data Elements**, containing just the SAIS data elements, without regard to how they are used in the transactions	did not exist	enhanced document readability

2/26/2001
> Version 1.2 published

ver	new information	old information	source
1.2	**all elements:** descriptions synchronized across all transactions, from the detailed Transaction Requirements documents	some updates to elements' descriptions were not promulgated throughout all transactions	error correction
1.2	**Contacts:** fixed hyperlink for SAIS project contact	hyperlinked to email address that didn't match the displayed email address	error correction
1.2	**005 Student Personal Information; Previous School Entity ID:** field length fixed to 9	previously listed as 12	error correction
1.2	**019 Student SPED Service DOR Transfer; Old Neighborhood School Indicator:** abbreviated name fixed to SPEDNEIGHSCHL (the needs-related element)	previously referred to OLDNEIGHSCHL (the membership-related element)	error correction

1/23/2001
    Version 1.1 published

ver	Transaction or Element	Change	Reason
1.1	Assessment Code, Assessment Date, Assessment Result Code	Removed 013 English Acq. Prog. Part. from trans list	Per changes to Needs Requirements English Acquisition Program Participation transaction.
1.1	Attendance Start Date, Attendance End Date, Attendance Minutes	Removed "Old" and "New" elements and added these	To agree with Enrollment Requirements document
1.1	First Date of Membership	Changed Date of First Membership to First Date of Membership	To agree with Enrollment Requirements document
1.1	Enrollment Type	Removed from document	Previously removed from Enrollment Requirements
1.1	First Name	Changed to First Name on Legal Document	To agree with Enrollment and Needs Requirements
1.1	Last Name	Changed to Last Name on Legal Document	To agree with Enrollment and Needs Requirements
1.1	Last Name at Birth	Dropped	Unable to find an occurrence of this element in either Requirements document
1.1	Last Name Student Goes By	Added	To agree with Enrollment and Needs Requirements
1.1	Middle Name	Changed to Middle Name on Legal Document	To agree with Enrollment and Needs Requirements
1.1	Mother's First Name, Mother's Last Name	Added "on Legal Document"	To agree with Enrollment Requirements
1.1	Name Extension	Added "on Legal Document"	To agree with Enrollment and Needs Requirements
1.1	Need Code, Need Entry Date, Need Exit Date	Removed 013 English Acq. Prog. Part. from trans list	Per changes to Needs Requirements English Acquisition Program Participation transaction.
1.1	New Attendance Start Date, New Attendance End Date, New Attendance Minutes	Removed – see Attendance Start Date above	To agree with Enrollment Requirements document
1.1	New First Name	Added "on Legal Document"	To agree with Enrollment Requirements
1.1	New FTE End Date	Added missing element	To agree with Enrollment Requirements
1.1	New FTE Start Date	Added missing element	To agree with Enrollment Requirements
1.1	New Last Name	Added "on Legal Document"	To agree with Enrollment Requirements
1.1	New Middle Name	Added "on Legal Document"	To agree with Enrollment Requirements
1.1	Nickname	Changed to Nickname Student Goes By	To agree with Enrollment Requirements
1.1	Old Attendance Start Date, Old Attendance End Date, Old Attendance Minutes	Removed – see Attendance Start Date above	To agree with Enrollment Requirements document
1.1	Old FTE End Date	Added missing element	To agree with Enrollment Requirements
1.1	Old FTE Start Date	Added missing element	To agree with Enrollment Requirements
1.1	Track Number	Updated description and added transactions 007, 008, 009, 010, & 017	To agree with Enrollment Requirements

ver	Transaction or Element	Change	Reason
1.1	All Transactions	• Changed First Name, Last Name, Middle Name and Name Extension to include "on Legal Document" • Changed Date of First Membership to First Date of Membership • Deleted Enrollment Type • Deleted Last Name at Birth • Added Last Name Student Goes By • Changed Mother's First Name and Mother's last name to include "on Legal Document" • Changed Nickname to Nickname Student Goes By • Updated description of Previous State Code • Updated description of Track Number • Updated description of Tribal Name	To agree with Enrollment Requirements
1.1	002 Student Readmission	• Changed Date of First Membership to First Date of Membership • Updated description of Track Number	To agree with Enrollment Requirements
1.1	004 Student Absence	• Added Track Number	To agree with Enrollment Requirements
1.1	005 Student Personal Info Change	• Changed New First Name, New Last Name, New Middle Name, Old First Name, Old Last Name, Old Middle Name and Name Extension to include "on Legal Document" • Changed Date of First Membership to First Date of Membership • Deleted Last Name at Birth • Added Last Name Student Goes By • Changed Mother's First Name and Mother's last name to include "on Legal Document" • Changed Nickname to Nickname Student Goes By • Updated description of Previous State Code • Changed Effective Date to Capture Date	To agree with Enrollment Requirements
1.1	006 Student Membership Change	• Changed Date of First Membership to First Date of Membership • Updated description of Track Number	To agree with Enrollment Requirements
1.1	007 Student DOR Transfer	• Added Track Number	To agree with Enrollment Requirements
1.1	008 Student FTE & Share	• Added missing elements New FTE End Date, New FTE Start Date, Old FTE End date, Old FTD Start Date • Added Track Number	To agree with Enrollment Requirements
1.1	009 Student Grade Transfer	• Added Track Number	To agree with Enrollment Requirements
1.1	010 Student Payer Factors	• Added Track Number	To agree with Enrollment Requirements
1.1	013 Student Eng. Acq. Prog. Participation	• Removed the following elements: Assessment Code, Assessment Date, Assessment Result Code, Need Code, Need Entry Date, & Need Exit Date	To agree with Needs Requirements
1.1	016 Student Status	• Changed Date of First Membership to First Date of Membership	To agree with Enrollment Requirements
1.1	017 Student Attendance	• Removed "Old" and "New" from Attendance End Date and Attendance Start Date • Added Track Number	To agree with Enrollment Requirements

11/17/2000
    Version 1.0 published

7/10/2000
    First Draft published

About This Document

AUTHOR

Buell Brown, Business Analyst, Spherion Technology Architects
Janice McGoldrick, Managing Consultant, Spherion Technology Architects

CHANGE MANAGEMENT

Change Management practices are outlined here. These practices exist so that readers will be able to track the evolution of the requirements defined here.

Additions and corrections to this document should be made in writing, preferably by e-mail, and should be directed to the SAIS project contact (named in **Contacts** below), who will make all revisions. Suggestions, questions, and concerns should also be directed to the SAIS project contact and/or to the SAIS Project Manager (named in **Contacts** below), again in writing.

- Each addition and correction will be listed in the **Revisions** chapter, which will fully identify the change from the previous version of the document, including "before" and "after" language.

- Each entry in the **Revisions** chapter that is a new requirement or is an addition or a change to a previous requirement should reflect the provenance of that revision: the documented source (e.g., legislation, ADE policy, unit memorandum), and the name of the ADE unit representative who authorized the revision. Entries that reflect corrections identified by SAIS need not reflect that item's provenance.

- Whenever any of the code value tables (referenced in the transaction tables) are updated, both the vendors and the school districts will be notified. This gives the vendors the information they need to update their code tables and gives a "heads-up" to the districts to be looking for the updated tables to validate that the changes have been made. The code value tables are documented in a separate document entitled **Transaction Requirements: Code Values**. The document can be found at: http://www.ade.az.gov/sais/codevalues/DataTransactionCodeValues.doc.

CONTACTS

SAIS project contact
        E-mail address: SaisStudentDatabase@ade.az.gov

SAIS Project Manager
        Andrew McDonald
        E-mail address: amcdona@ade.az.gov
        602-542-4334

Arizona Department of Education
Student Accountability Information System; MIS
1535 W. Jefferson Street
Third Floor
Phoenix, AZ 85007-3209

DOCUMENT REFERENCES

Other SAIS documents referred to in this publication can be found on the ADE's website. They are located on the SAIS Database Documents page at http://www.ade.az.gov/sais/saisdbdocs.htm.

Objective

The Objective of this document is to provide a quick reference tool to find information on each SAIS data element, including its full name, abbreviated name (this relates to the column name in the SAIS database), data types, field length, description, and which SAIS transactions use the element.

The element information is presented twice, in two different formats:

- The first is a list of all elements listed alphabetically by element name.

- The second list is organized by Transaction ID. These transactions are the record layouts by which districts submit these data elements to SAIS.

The transactions referred to in this document are the following:

Membership-related transactions

- 001 Student Enrollment
- 002 Student Readmission
- 003 Student Withdrawal
- 004 Student Absence
- 005 Student Personal Information
- 006 Student Membership Change
- 007 Student District of Residence Transfer
- 008 Student FTE & Share
- 009 Student Grade Transfer
- 010 Student Payer Factors
- 016 Student Year End Status
- 017 Student Attendance
- 018 Student Summer Withdrawal

Needs-related transactions

- 011 Student Need
- 012 Student Assessment
- 013 English Acquisition Program Participation
- 014 SPED Service Participation
- 015 Supplementary Program Participation
- 019 Student SPED Service DOR Transfer

A full description of each transaction, the verification and validation logic, and element optionality can be found in the **SAIS Student Database Transaction Requirements: Membership** and in the **SAIS Student Database Transaction Requirements: Needs** documents. Additionally, an overview of each transaction, including only its description, submission elements, and optionality tables can be found in the **SAIS Student Database Transaction Requirements: Transaction Overview** document.

ELEMENT OPTIONALITY

> ***Note:*** *Not all elements are required by SAIS. Additionally, in some cases element optionality depends upon the context of the transaction being submitted. For specific element optionality, see the detailed requirements documents,* **SAIS Student Database Transaction Requirements: Membership** *and* **SAIS Student Database Transaction Requirements: Needs***. Optionality information is also included in the synopsis of these two documents, called* **SAIS Student Database Transaction Requirements: Transaction Overview***.*

ELEMENTS NAMED "… ON LEGAL DOCUMENT"

Several data elements refer to a legal document. Arizona law (ARS 15-828)requires that documentation be presented to the school district when a child enrolls for private or public education in the state of Arizona. These documents can be: a certified copy of the pupil's birth certificate, other reliable proof of the pupil's identity and age (such as baptismal certificate, application for social security number, or original school registration records) along with an affidavit explaining the inability to provide a copy of the birth certificate); or a letter from the authorized representative of an agency having custody of the pupil, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

SAIS Data Elements by Subject Area

> *See the section on **Element Optionality** in the **Objective** chapter of this document.*

> *See the section **Elements named "… on Legal Document"** in the Objective chapter of this document for further information on those elements.*

Student information
ADE-generated Student Identifier (SAIS ID)
Birth: Date, Country, State (if country of birth is USA)
Capture Date (effective date of change)
Ethnicity Code
Student Names: First, Middle, Last Name & extension (Jr., III, etc.) on Legal Document;
    First (nickname) & Last Name Student Goes By, Tribal Name
Foreign Exchange Indicator
Gender Code
Home Language Code
Responsible adult: Mother's (or father's or guardian's or responsible party's) First & Last
    Name on Legal Document
Normal Graduation Year (cohort group)

Membership information
Absence: Date, Amount, Reason
Attendance: Start & End Dates, Minutes (duration)
Concurrent School: Entity ID (school identifier), student identifier
Activity Code: Enrollment, Withdrawal, Readmission, Year-End, Summer Withdrawal
Funded District of Residence
Grade: Grade Level, Register ID
School membership: Entity ID (school identifier), student identifier, Track Number
    (calendar), Enrollment (or Readmission) & Withdrawal (or Summer Withdrawal)
    Dates, Type
Previous School: State Code, Entity ID if Arizona school (school identifier), student
    identifier
School Membership Share (portion of funding going to each funding recipient)
Special Enrollment Code (e.g., CEC code)
Student Membership FTE (full or part time status)
Tuition Payer Code (e.g., state-funded or private paid)

Special needs-related information
Need: Code, Entry & Exit Dates
Assessment: Date, Code (test type), Result
SPED Service Code, Entity ID (school identifier), Entry &
    Exit Dates, Grade, Exit Reason, Funded District of
    Residence, SPED Neighborhood School Indicator
Program Code, Entry & Exit Dates, Exit Reason

System processing-related information
Transaction ID
Operation Code
Vendor-Defined Field

SAIS Data Elements: Field Names

Following are the elements collected by SAIS, using the field names found on the transaction definitions.

> *See the section on **Element Optionality** in the **Objective** chapter of this document.*

> *See the section **Elements named "… on Legal Document"** in the Objective chapter of this document for further information on those elements.*

Absence Amount	Home Language Code	Register ID
Absence Date	Last Name on Legal Document	School Membership Share
Absence Reason Code	Last Name Student Goes By	School Student ID
Assessment Code	Membership Type	Special Enrollment Code
Assessment Date	Middle Name on Legal Document	SPED Exit Reason Code
Assessment Result Code	Mother's First Name on Legal Document	SPED Grade
Attendance End Date	Mother's Last Name on Legal Document	SPED Neighborhood School ID
Attendance Minutes	*these two elements do not necessarily*	SPED Service Code
Attendance Start Date	*have to refer to the student's mother: they*	SPED Service Entry Date
Birth Date	*should simply capture the name of an adult*	SPED Service Exit Date
Capture Date (effective date)	*responsible for the student*	State of Birth Code
Concurrent School Entity ID	Name Extension on Legal Document	Student ID (SAIS ID)
Concurrent School Student ID	Need Code	Student Membership FTE
Country of Birth Code	Need Entry Date	Summer Withdrawal Activity Code
Enrollment Activity Code	Need Exit Date	Summer Withdrawal Date
Entity ID	Nickname Student Goes By	Supplementary Program ID
Ethnicity Code	Normal Graduation Year	Track Number
First Day of Membership	Operation Code	Transaction ID
First Name on Legal Document	Previous School Entity ID	Tribal Name
Foreign Exchange Indicator	Previous School Student ID	Tuition Payer Code
Funded District of Residence	Previous State Code	Vendor Defined Field
Funded SPED Service DOR	Program Code	Withdrawal Activity Code
Gender Code	Program Entry Date	Withdrawal Date
Grade Level Code	Program Exit Date	Year End Status Code
	Program Exit Reason Code	
	Readmission Activity Code	
	Readmission Date	

Transaction Data Elements Sorted Alphabetically

*See the section on **Element Optionality** in the **Objective** chapter of this document.*

*See the section **Elements named "… on Legal Document"** in the Objective chapter of this document for further information on those elements.*

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Absence Amount	ABSAMT	4	C	The portion of the day the student was absent *See Code Values – Absence Amount*	004 Student Absence
Absence Date	ABSDT	10	D	The date of the absence	004 Student Absence
Absence Reason Code	ABSRSNCD	2	C	The reason for the absence *See Code Values – Absence Reason*	004 Student Absence
Assessment Code	ASSMNTCD	3	C	Type of assessment conducted *See Transaction Requirements: Code Values – Assessment Methods*	012 Student Assessment
Assessment Date	ASSMNTDT	10	D	The date the assessment was finalized	012 Student Assessment
Assessment Result Code	ASSMNTRSCD	2	C	The assessment result *See Transaction Requirements: Code Values – Assessment Results*	012 Student Assessment
Attendance End Date	ATTENDDT	10	D	The date this reported attendance period ended	017 Student Attendance
Attendance Minutes	ATTMIN	5	I	The amount of time, in minutes, that the student received instruction during the reported attendance period	017 Student Attendance
Attendance Start Date	ATTSTARTDT	10	D	The date this reported attendance period started	017 Student Attendance
Birth Date	DOB	10	D	Student date of birth	001 Student Enrollment 005 Student Personal Information

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Capture Date	EFFDATE	10	D	The date this change information was captured. This is sometimes referred to as "effective date".	005 Student Personal Information
Concurrent School Entity ID	CNCSCH	9	S	other Arizona school attended by the student concurrently; CTDS code	001 Student Enrollment
Concurrent School Student ID	CNCSCHSTUID	12	S	School-generated student identifier assigned by Concurrent School Entity ID	001 Student Enrollment
Country of Birth Code	CTRYBRTHCD	2	C	Country in which student was born *See Code Values – Country*	001 Student Enrollment 005 Student Personal Information
Enrollment Activity Code	ACTVCD	3	C	Type of enrollmentactivity. This is the "E" code. (For the Student Membership Change transaction, this can also be a readmission activity, an "R" code.) *See Code Values – Activity*	001 Student Enrollment 006 Student Membership Change
Entity ID	ENTITYID	9	S	School identifier; CTDS code	all transactions
Ethnicity Code	ETHNICCD	3	C	Student ethnic origin *See Code Values – Ethnicity*	001 Student Enrollment 005 Student Personal Information
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this enrollment. **NOTE: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.**	001 Student Enrollment 003 Student Withdrawal 006 Student Membership Change 016 Student Year End Status 018 Student Summer Withdrawal
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	all transactions
Foreign Exchange Indicator	FORGNXCHG	1	L	Indication that student is in the USA via a foreign exchange program	001 Student Enrollment 005 Student Personal Information
Funded District of Residence	DISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code	001 Student Enrollment 002 Student Readmission

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Funded SPED Service DOR	SPEDDORID	9	S	The school district in which student resides or to which student's residence is assigned for this SPED Service; CTDS code	014 SPED Service Participation
Gender Code	GENDERCD	1	C	Student gender *See Code Values – Gender*	001 Student Enrollment 005 Student Personal Information
Grade Level Code	GDLVLCD	3	C	The grade to which the student is assigned *See Code Values – Grade*	001 Student Enrollment 002 Student Readmission
Home Language Code	HMLANGCD	2	C	The language spoken at home *See Code Values – Home Language*	001 Student Enrollment 005 Student Personal Information
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	all transactions
Last Name Student Goes By	LASTNMGOESBY	40	S	The last name the student goes by. This may be the same as Last Name on Legal Document.	001 Student Enrollment 005 Student Personal Information
Membership Type	MEMTYPE	1	C	Indicates whether this is the main or ancillary enrollment for this student *See Code Values – Membership Type*	001 Student Enrollment 002 Student Readmission 006 Student Membership Change
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	all transactions
Mother's First Name on Legal Document	MOMFIRSTNM	30	S	The first name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on a legal document used for registration. This is used only to match a new student to an existing SAIS record.	001 Student Enrollment 005 Student Personal Information

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Mother's Last Name on Legal Document	MOMLASTNM	40	S	The last name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on a legal document used for registration. This is used only to match a new student to an existing SAIS record.	001 Student Enrollment 005 Student Personal Information
Name Extension on Legal Document	EXTNNM	3	S	Suffix to Student Last Name on Legal Document, e.g., Jr., Sr., III	001 Student Enrollment 005 Student Personal Information
Need Code	NEEDCD	5	C	Need code in the relevant need group *See Code Values – Need*	011 Student Need 014 SPED Service Participation 015 Supplementary Program Participation
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. *For SPED needs, this element will be used solely to determine the school year during which the need occurred.*	011 Student Need 014 SPED Service Participation 015 Supplementary Program Participation
Need Exit Date	NEEDEXITDT	10	D	The date the student exited the state of having this Need. *For SPED needs, this element will not be used.*	011 Student Need 014 SPED Service Participation 015 Supplementary Program Participation
empty field (formerly Need Level Code: element no longer collected)	*empty field: formerly NEEDLVLCD*	2	C	*This element will not be needed in SAIS at this time and **any value submitted will be ignored**. It is used only for the Vouchers System, which is not included in SAIS at this time.*	*this field is no longer used in any transaction; it wasformerly in:* *011 Student Need and* *014 SPED Service Participation*
empty field (formerly Neighborhood School Indicator: element no longer collected.	*empty field: formerly NEIGHSCHL*	1	L	*This element will not be needed in SAIS at this time and **any value submitted here will be ignored**. It is used only for the Needs area, and is specifically included there,*	*this field is no longer used in any transaction; it wasformerly in:* *001 Student Enrollment* *002 Student Readmission* *006 Student Membership Change*

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
New First Name on Legal Document	FIRSTNM	30	S	The student's new first name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.	005 Student Personal Information
New FTE End Date	NEWFTEENDDT	10	D	The date this FTE value ceased	008 Student FTE & Share
New FTE Start Date	NEWFTESTRTDT	10	D	The effective date of this FTE value	008 Student FTE & Share
New Funded District of Residence	NEWDISTRESID	9	S	School district in which student resides or to which student's residence is assigned; funded DOR; CTDS code	007 Student District of Residence Transfer
New Funded DOR End Date	NEWDOREND	10	D	The date this CTDS ceased being the student's funded district of residence	007 Student District of Residence Transfer
New Funded DOR Start Date	NEWDORSTRTDT	10	D	The date this CTDS became the student's funded district of residence	007 Student District of Residence Transfer
New Grade Exit Code	NEWGDEXITCD	2	C	The reason this student exited the New Grade Level Code. *See Code Values – Grade Exit Code.*	009 Student Grade Transfer
New Grade Exit Date	NEWGDEXITDT	10	D	The date the student last attended the New Grade Level Code.	009 Student Grade Transfer
New Grade Level Code	NEWGDLVLCD	3	C	The new grade to which the student is assigned. *See Code Values – Grade*	009 Student Grade Transfer
New Grade Register ID	NEWREGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school for the New Grade Level Code.	009 Student Grade Transfer
New Grade Start Date	NEWGDSTARTDT	10	D	The date the student started in the New Grade Level Code.	009 Student Grade Transfer

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
New Last Name on Legal Document	LASTNM	40	S	The student's new last name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.	005 Student Personal Information
New Middle Name on Legal Document	MIDDLENM	30	S	The student's new middle name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.	005 Student Personal Information
New SPED Neighborhood School Indicator	NEWSPEDN EIGHSCHL	1	L	Shows if this school for this SPED Service is the closest school to the student's home within the boundaries of the district in which the school is located	019 Student SPED Service DOR Transfer
New School Membership Share	NEWMBRSH R	4	C	The portion of state aid this school is claiming for the overall timeframe covered by this membership. This is the incoming information. *See Code Values – School Membership Share*	008 Student FTE & Share
New Share End Date	NEWSHREN DDT	10	D	The date this Share value ceased	008 Student FTE & Share
New Share Start Date	NEWSHRST RTDT	10	D	The effective date of this Share value	008 Student FTE & Share
New Special Enrollment Code	NEWSPECE NRCD	2	C	Special dispensation granted for a single enrollment (e.g., CEC-B) allowing the student to attend this school, which is outside his normal funded district of residence *See Code Values – Special Enrollment*	010 Student Payer Factors

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
New Special Enrollment End Date	NEWSPECE NREND	10	D	The date the special dispensation was terminated	010 Student Payer Factors
New Special Enrollment Start Date	NEWSPECE NRSTRTDT	10	D	The date the special dispensation took effect	010 Student Payer Factors
New SPED Service DOR	NEWSPEDD ORID	9	S	School district in which student resides or to which student's residence is assigned; Funded DOR; CTDS code	019 Student SPED Service DOR Transfer
New SPED Service DOR End Date	NEWSPEDD OREND	10	D	The date this New SPED Service DOR ceased being the student's district of residence	019 Student SPED Service DOR Transfer
New SPED Service DOR Start Date	NEWSPEDD ORSTR	10	D	The date this New SPED Service DOR became the student's district of residence	019 Student SPED Service DOR Transfer
New Student Membership FTE	NEWMBRFT E	4	C	The full-time equivalency of the student's participation in the school regular program for this membership. This is the new information. *See Code Values – Student Membership FTE*	008 Student FTE & Share
New Tuition Payer Code	NEWTUITPA YRCD	2	C	Individual or organization responsible for the tuition *See Code Values – Tuition Payer*	010 Student Payer Factors
New Tuition Payer End Date	NEWTUITPA YREND	10	D	The last date the tuition payer was responsible for this student's tuition	010 Student Payer Factors
New Tuition Payer Start Date	NEWTUITPA YRSTRT	10	D	The date the tuition payer became responsible for this student's tuition	010 Student Payer Factors
Nickname Student Goes By	NICKNM	30	S	A familiar form of a name given instead of or in addition to the student's first, middle, and/or last name. This may be the same as First Name on Legal Document.	001 Student Enrollment 005 Student Personal Information
Normal Graduation Year	NORMGRAD YR	4	I	The student's class affiliation, defined by Arizona as 4 years after student's first enrollment in 9th grade or its equivalent.	001 Student Enrollment 005 Student Personal Information

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Old First Name on Legal Document	OLDFIRSTNM	30	S	Student first name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.	005 Student Personal Information
Old FTE End Date	OLDFTEENDDT	10	D	The date this FTE value ceased	008 Student FTE & Share
Old FTE Start Date	OLDFTESTRTDT	10	D	The effective date of this FTE value	008 Student FTE & Share
Old Funded District of Residence	OLDDISTRESID	9	S	School district in which student resides or to which student's residence is assigned; funded DOR; CTDS code	007 Student District of Residence Transfer
Old Funded DOR End Date	OLDDOREND	10	D	The date this CTDS ceased being the student's funded district of residence	007 Student District of Residence Transfer
Old Funded DOR Start Date	OLDDORSTRTDT	10	D	The date this CTDS became the student's funded district of residence	007 Student District of Residence Transfer
Old Grade Exit Code	OLDGDEXITCD	2	C	The reason this student exited the grade that is on SAIS. *See Code Values – Grade Exit Code.*	009 Student Grade Transfer
Old Grade Exit Date	OLDGDEXITDT	10	D	The date the student last attended the grade that is on SAIS.	009 Student Grade Transfer
Old Grade Level Code	OLDGDLVLCD	3	C	The grade on SAIS that this student exited. *See Code Values – Grade*	009 Student Grade Transfer
Old Grade Register ID	OLDREGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school for the grade that is on SAIS. An example of a reporting unit might be grade level within a school, or a classroom within a grade level. (Taken from ADM reporting bubble sheet, form ADE 41-006B Rev. 7/96.)	009 Student Grade Transfer

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Old Grade Start Date	OLDGDSTARTDT	10	D	The date during this school year when the student started in the grade that is on SAIS.	009 Student Grade Transfer
Old Last Name on Legal Document	OLDLASTNM	40	S	Student last name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.	005 Student Personal Information
Old Middle Name on Legal Document	OLDMIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.	005 Student Personal Information
Old SPED Neighborhood School Indicator	OLDSPEDNEIGHSCHL	1	L	Shows if the school for this SPED Service is the closest school to the student's home within the boundaries of the district in which the school is located	019 Student SPED Service DOR Transfer
Old School Membership Share	OLDMBRSHR	4	C	The portion of state aid this school is claiming for the overall timeframe covered by this membership. *See Code Values – School Membership Share*	008 Student FTE & Share
Old Share End Date	OLDSHRENDDT	10	D	The date this Share value ceased	008 Student FTE & Share
Old Share Start Date	OLDSHRSTRTDT	10	D	The effective date of this Share value	008 Student FTE & Share
Old Special Enrollment Code	SPECENRCD	2	C	Special dispensation granted for a single enrollment (e.g., CEC-B) allowing the student to attend this school, which is outside his normal funded district of residence *See Code Values – Special Enrollment*	010 Student Payer Factors

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Old Special Enrollment End Date	OLDSPECEN REND	10	D	The date the special dispensation was terminated	010 Student Payer Factors
Old Special Enrollment Start Date	OLDSPECEN RSTRTDT	10	D	The date the special dispensation took effect	010 Student Payer Factors
Old SPED Service DOR	OLDSPEDD ORID	9	S	School district in which student resides or to which student's residence is assigned; Funded DOR; CTDS code	019 Student SPED Service DOR Transfer
Old SPED Service DOR End Date	OLDSPEDD OREND	10	D	The date this CTDS ceased being the student's district of residence	019 Student SPED Service DOR Transfer
Old SPED Service DOR Start Date	OLDSPEDD ORSTRT	10	D	The date this CTDS became the student's district of residence	019 Student SPED Service DOR Transfer
Old Student Membership FTE	OLDMBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership. *See Code Values – Student Membership FTE*	008 Student FTE & Share
Old Tuition Payer Code	OLDTUITPA YRCD	2	C	Individual or organization responsible for the tuition *See Code Values – Tuition Payer*	010 Student Payer Factors
Old Tuition Payer End Date	OLDTUITPA YREND	10	D	The last date the tuition payer was responsible for this student's tuition	010 Student Payer Factors
Old Tuition Payer Start Date	OLDTUITPA YRSTRT	10	D	The date the tuition payer became responsible for this student's tuition	010 Student Payer Factors

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Operation Code	OPRCD	1	S	**001 Student Enrollment** A = Add a new or continuing enrollment D = Delete an existing enrollment **002 Student Readmission** A = Add a new readmission D = Delete an existing readmission **003 Student Withdrawal** A = Add a new withdrawal C = Change an existing withdrawal D = Delete an existing withdrawal **004 Student Absence** A = Add new absence C = Change an existing absence D = Delete an existing absence **005 Student Personal Information** A = Add only a student's characteristics to SAIS C = Change student's existing characteristics **006 Student Membership Change** C = Change existing membership details	all transactions

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Operation Code (continued)	OPRCD	1	S	**007 Student District of Residence Transfer** A = Add a new DOR C = Change an existing DOR D = Delete an existing DOR **008 Student FTE & Share** A = Open a new FTE and/or Share value C = Change an existing FTE and/or Share value or end date D= Delete an existing FTE and/or Share **009 Student Grade Transfer** A = Add a new grade transfer C = Change an existing grade placement D = Delete an existing grade placement **010 Student Payer Factors** A = Add new tuition factor(s): special enrollment **and/or** tuition payer C = Change existing tuition factor(s) D = Delete existing payer factor(s) **011 Student Need** A = Add new Program Participation C = Change existing Assessment Result Code, Need Exit Date, Program Exit Date, Program Exit Reason Code D = Delete Program Participation **012 Student Assessment** A = Add new Assessment C = Change Assessment Result Code D = Delete Assessment **013 English Acquisition Program Participation** A = Add new Program Participation C = Change existing Assessment Result Code, Need Exit Date, Program Exit Date, Program Exit Reason Code D = Delete Program Participation	all transactions (continued)

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Operation Code (continued)	OPRCD	1	S	**014 SPED Service Participation** A = Add new SPED Service and, possibly, Need C = Change Need Exit Date, SPED Exit Date, SPED Exit Reason Code, SPED Grade D = Delete a SPED Service Participation **015 Supplementary Program Participation** A = Add new Supplementary Program Participation and, possibly, Need C = Change Need Exit Date, Program Exit Date D = Delete a Supplementary Program Participation **016 Student Year End Status** A = Add a new Student Year End Status Code C = Change an existing Student Year End Status Code D = Delete an existing Student Year End Status Code **017 Student Attendance** A = Add a new attendance C = Change an existing attendance D = Delete an existing attendance **018 Student Summer Withdrawal** A = Add a new Summer Withdrawal Activity Code C = Change an existing Summer Withdrawal Activity Code D = Delete an existing Summer Withdrawal Activity Code **019 Student SPED Service DOR Transfer** A = Add a new Funded SPED Service DOR C = Change an existing Funded SPED Service DOR D = Delete an existing Funded SPED Service DOR	all transactions (continued)

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Previous School Entity ID	PREVSCHLID	9	S	School identifier of school attended prior to this school; CTDS code **if** Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.	001 Student Enrollment 005 Student Personal Information
Previous School Student ID	PREVSTUID	12	S	Student identifier in Previous School Entity ID; School-generated student identifier **if** Previous School Entity ID is Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.	001 Student Enrollment 005 Student Personal Information
Previous State Code	PREVSTATE	2	C	State in which school attended prior to this school dwells. This information is required only for students who transferred from a school in the United States. *See Code Values - States*	001 Student Enrollment 005 Student Personal Information
Program Code	PROGSVCCD	2	C	Type of program or service *See Transaction Requirements: Code Values – English Acquisition programs*	013 English Acquisition Program Participation
Program Entry Date	PSENTRDT	10	D	The date the student entered the program/service	013 English Acquisition Program Participation 015 Supplementary Program Participation
Program Exit Date	PSEXITDT	10	D	The date the student exited the program/service	013 English Acquisition Program Participation 015 Supplementary Program Participation
Program Exit Reason Code	PSEXITRSNCD	5	C	Reason for exiting the English Acquisition program *See Transaction Requirements: Code Values – Program/Service Exit Reason*	013 English Acquisition Program Participation

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Readmission Activity Code	ACTVCD	3	C	Type of readmission. This is the "R" code. *See Code Values – Activity*	002 Student Readmission
Readmission Date	READMDATE	10	D	The date this activity occurred	002 Student Readmission
Register ID	REGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school. An example of a reporting unit might be grade level within a school, or a classroom within a grade level. (Taken from ADM reporting bubble sheet, form ADE 41-006B Rev. 7/96.)	001 Student Enrollment 002 Student Readmission
School Membership Share	MBRSHR	4	C	The portion of state aid this school is claiming for the overall timeframe covered by this membership *See Code Values – School Membership Share*	001 Student Enrollment 002 Student Readmission
School Student ID	SCHLSTUID	12	S	School-generated student identifier	all transactions
Special Enrollment Code	SPECENRCD	2	C	Special dispensation granted for a single enrollment (e.g., CEC-B) allowing the student to attend this school, which is outside his normal funded district of residence *See Code Values – Special Enrollment*	001 Student Enrollment 002 Student Readmission
SPED Exit Reason Code	SPEDEXRSNCD	2	C	Reason for exiting the SPED service *See Transaction Requirements: Code Values – Program/Service Exit Reason*	014 SPED Service Participation
SPED Grade	SPEDGRADE	3	C	The grade level of the Special Education services provided *See Transaction Requirements: Code Values – Grade*	014 SPED Service Participation

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
SPED Neighborhood School ID	SPEDNEIGHSCHL	1	L	Shows if the school for this SPED Service is the closest school to the student's home within the boundaries of the district in which the school is located	014 SPED Service Participation
SPED Service Code	SPEDPROGSVCCD	2	C	Type of special education service *See Transaction Requirements: Code Values – Special Education Service*	014 SPED Service Participation
SPED Service Entry Date	SPEDENTRDT	10	D	The date the student entered the program/service	014 SPED Service Participation
SPED Service Exit Date	SPEDEXITDT	10	D	The date the student exited the program/service	014 SPED Service Participation
State of Birth Code	STATBRTHCD	2	C	State in USA or its territories in which student was born *See Code Values – States*	001 Student Enrollment 005 Student Personal Information
Student ID	STUDENTID	10	I	ADE-generated student identifier	all transactions
Student Membership FTE	MBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership *See Code Values – Student Membership FTE*	001 Student Enrollment 002 Student Readmission
Summer Withdrawal Activity Code	ACTVCD	3	C	Type of withdrawal activity that occurred during the summer break *See Code Values – Activity (Summer Withdrawal Activity only)*	018 Student Summer Withdrawal
Summer Withdrawal Date	SUMWDDATE	10	D	The date during the summer break that the student's summer withdrawal occurred.	018 Student Summer Withdrawal
Supplementary Program ID	SUPPPROGID	4	I	Identifier of this supplementary program	015 Supplementary Program Participation
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)	all transactions *except 005 Student Personal Information*

field name	abbreviated name	length	data type	description	Transaction ID value and transaction name
Transaction ID	TRANSID	3	I	ID value to distinguish the transaction type; this is the three-digit number at the beginning of the transaction name	all transactions
Tribal Name	TRIBALNM	20	S	A name borne in common by members of a tribe or clan. This is used for matching purposes only.	001 Student Enrollment 005 Student Personal Information
Tuition Payer Code	TUITPAYRCD	2	C	Individual or organization responsible for the tuition *See Code Values – Tuition Payer*	001 Student Enrollment 002 Student Readmission
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	all transactions
Withdrawal Activity Code	ACTVCD	3	C	Type of withdrawal. This is the "W" code. *See Code Values – Activity*	003 Student Withdrawal
Withdrawal Date	WDDATE	10	D	The withdrawal activity date. This is the last day of attendance.	003 Student Withdrawal
Year End Status Code	YEARENDSTAT	3	C	Student's academic status at the end of the school year *See Code Values – Activity (Year End Status only)*	016 Student Year End Status

Transaction Data Elements Sorted By Transaction

> *See the section on **Element Optionality** in the **Objective** chapter of this document.*

> *See the section **Elements named "… on Legal Document"** in the Objective chapter of this document for further information on those elements.*

Transaction ID value and transaction name	field name
001 Student Enrollment	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Day of Membership
	Track Number
	Membership Type
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Name Extension on Legal Document
	Nickname Student Goes By
	Last Name Student Goes By
	Gender Code
	Ethnicity Code
	Birth Date
	Country of Birth Code
	State of Birth Code
	Foreign Exchange Indicator
	Normal Graduation Year
	Funded District of Residence
	Home Language Code
	Mother's First Name on Legal Document
	Mother's Last Name on Legal Document
	Tribal Name
	Enrollment Activity Code
	Student Membership FTE
	School Membership Share
	Special Enrollment Code
	Tuition Payer Code
	empty field (formerly Neighborhood School Indicator: element no longer collected for membership, only for needs)
	Grade Level Code

Transaction ID value and transaction name	field name
	Concurrent School Entity ID
	Concurrent School Student ID
	Previous School Entity ID
	Previous School Student ID
	Previous State Code
	Register ID
002 Student Readmission	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Readmission Date
	Track Number
	Membership Type
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Funded District of Residence
	Readmission Activity Code
	Student Membership FTE
	School Membership Share
	Special Enrollment Code
	Tuition Payer Code
	empty field (formerly Neighborhood School Indicator: element no longer collected for membership, only for needs)
	Grade Level Code
	Register ID
003 Student Withdrawal	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Day of Membership
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Withdrawal Activity Code
	Withdrawal Date

Transaction ID value and transaction name	field name
004 Student Absence	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Absence Date
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Absence Amount
	Absence Reason Code
005 Student Personal Information	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Capture Date
	Old First Name on Legal Document
	Old Middle Name on Legal Document
	Old Last Name on Legal Document
	New First Name on Legal Document
	New Middle Name on Legal Document
	New Last Name on Legal Document
	Name Extension on Legal Document
	Nickname Student Goes By
	Last Name Student Goes By
	Gender Code
	Ethnicity Code
	Birth Date
	Country of Birth Code
	State of Birth Code
	Foreign Exchange Indicator
	Normal Graduation Year
	Home Language Code
	Mother's First Name on Legal Document
	Mother's Last Name on Legal Document
	Tribal Name
	Previous School Entity ID
	Previous School Student ID
	Previous State Code

Transaction ID value and transaction name	field name
006 Student Membership Change	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Day of Membership
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Enrollment Activity Code
	Membership Type
	Track Number
	empty field (formerly Neighborhood School Indicator: element no longer collected for membership, only for needs)
007 Student District of Residence Transfer	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Old Funded District of Residence
	Old Funded DOR Start Date
	Old Funded DOR End Date
	empty field (formerly Old Neighborhood School Indicator: element no longer collected for membership, only for needs)
	New Funded District of Residence
	New Funded DOR Start Date
	New Funded DOR End Date
	empty field (formerly New Neighborhood School Indicator: element no longer collected for membership, only for needs)

Transaction ID value and transaction name	field name
008 Student FTE & Share	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Old Student Membership FTE
	Old FTE Start Date
	Old FTE End Date
	New Student Membership FTE
	New FTE Start Date
	New FTE End Date
	Old School Membership Share
	Old Share Start Date
	Old Share End Date
	New School Membership Share
	New Share Start Date
	New Share End Date
009 Student Grade Transfer	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Old Grade Level Code
	Old Grade Start Date
	Old Grade Register ID
	Old Grade Exit Date
	Old Grade Exit Code
	New Grade Level Code
	New Grade Start Date
	New Grade Register ID
	New Grade Exit Date
	New Grade Exit Code

Transaction ID value and transaction name	field name
010 Student Payer Factors	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Old Special Enrollment Code
	Old Special Enrollment Start Date
	Old Special Enrollment End Date
	New Special Enrollment Code
	New Special Enrollment Start Date
	New Special Enrollment End Date
	Old Tuition Payer Code
	Old Tuition Payer Start Date
	Old Tuition Payer End Date
	New Tuition Payer Code
	New Tuition Payer Start Date
	New Tuition Payer End Date
011 Student Need	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Need Code
	empty field (formerly Need Level Code: element no longer collected)
	Need Entry Date
	Need Exit Date

Transaction ID value and transaction name	field name
012 Student Assessment	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Assessment Code
	Assessment Result Code
	Assessment Date
013 English Acquisition Program Participation	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Program Code
	Program Entry Date
	Program Exit Date
	Program Exit Reason Code
014 SPED Service Participation	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Need Code
	empty field (formerly Need Level Code: element no longer collected)
	Need Entry Date
	Need Exit Date
	SPED Service Code
	SPED Service Entry Date
	SPED Service Exit Date
	SPED Exit Reason Code
	SPED Grade
	Funded SPED Service DOR

Transaction ID value and transaction name	field name
	SPED Neighborhood School ID
015 Supplementary Program Participation	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Need Code
	Need Entry Date
	Need Exit Date
	Supplementary Program ID
	Program Entry Date
	Program Exit Date
016 Student Year End Status	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Day of Membership
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Year End Status Code
017 Student Attendance	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Attendance Start Date
	Attendance End Date
	Attendance Minutes

Transaction ID value and transaction name	field name
018 Student Summer Withdrawal	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Day of Membership
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Summer Withdrawal Activity Code
	Summer Withdrawal Date
019 Student SPED Service DOR Transfer	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Old SPED Service DOR
	Old SPED Service DOR Start Date
	Old SPED Service DOR End Date
	Old SPED Neighborhood School Indicator
	New SPED Service DOR
	New SPED Service DOR Start Date
	New SPED Service DOR End Date
	New SPED Neighborhood School Indicator

Recommended values for missing elements

SAIS requires collection of some data elements that were not previously collected by schools and their districts. Recognizing that it places an undue burden on the districts to collect every piece of this information at initial implementation, ADE has identified default values that may be used by the districts for the first year of implementation only. After the first year, each instance of the following values must be replaced with accurate information. The following table shows interim values that ADE recommends for the districts to use. Elements not included in this table must contain accurate data.

Other possible values:
- "not available"
- "emancipated" (in place of Mother's First/Last Name on Legal Document if child is an emancipated minor)
- "refused " (if parent refuses to supply the information)
- "unknown"
- "not collected"

> **NOTE:** *This is a system solution only. Districts should instruct their data entry clerks to leave missing information blank, and use their SMS system to supply the defaults specified here only when the data file is being prepared for submission to ADE. In this way, it will remain obvious to the person collecting the information that the data element is missing a value and must still be collected eventually.*

field name	length	data type	value if information is not yet collected in first year of SAIS
Country of Birth Code	2	C	code value for "unknown or unspecified country"
Home Language Code	2	C	code value for either "Other Indian" or "Other Non-Indian" language
Last Name Student Goes By	40	S	default to the value in **Last Name on Legal Document** for the submission file only
Mother's First Name on Legal Document	30	S	"unknown"
Mother's Last Name on Legal Document	40	S	"unknown"
Need Level Code	2	C	this element is not being collected by SAIS: whether blank or not, any value submitted will be ignored
Neighborhood School Indicator, as well as its counterparts in the Student DOR Transfer transaction: New (and Old) Neighborhood School Indicator *do not confuse this with* **SPED Neighborhood School Indicator**	1	L	these elements are not being collected by SAIS: whether blank or not, any value submitted will be ignored
Nickname Student Goes By	30	S	leave blank
Previous State Code	2	C	SAIS's acceptable code values do not include a value for an unknown state; however, for the first year of SAIS, this value is required only for mid-year transfer students
State of Birth Code	2	C	SAIS's acceptable code values do not include a value for an unknown state; however, this value is required only when **Country of Birth Code** is blank or contains the code for the United States
Tribal Name	20	S	Leave blank